

Tippecanoe & Chapman Regional Sewer District Board Meeting Minutes

North Webster Community Center – P.O. Box 572 North Webster, IN 46555-0572

The Tippecanoe Chapman Regional Sewer District Board met in regular session on Monday, April 12, 2021 6:30 pm at the North Webster Community Center and via Zoom at <https://us02web.zoom.us/j/244811872?pwd=ZklJZkRWFCSVhSUDRXMTZlVzUrZz09> Meeting ID: 244 811 872 Passcode: 041891 One tap mobile+16465588656,,244811872#,,,,*041891# US

MEETING ATTENDANCE: Meeting was called to order at 6:30 pm by Jon Tyler with the Pledge of Allegiance.

I. ROLL CALL:

TCLRSD Board: Ed Ormsby, Jon Tyler, Brian Davison, Bob Weaver, Chuck Simpson, Kim Hathaway, and Jeff Thornburgh

Carson, LLP: Atty. Andrew Boxberger

JPR: Ken Jones, Steve Henschen, P.E, Victoria Trujillo

II. APPROVAL OF MINUTES (March 8, 2021)

Jon Tyler motions for the approval of meeting minutes. Motion seconded by Jeff Thornburgh. Motion approved unanimously.

III. APPROVAL OF FINANCIAL REPORTS

a.) February Financial Report and Bank Reconciliation

Jeff Thornburgh motions for the approval of the February Financial Report and bank reconciliation. Motion seconded by Chuck Simpson. Motion approved unanimously.

IV. APPROVAL OF INVOICES/CLAIMS

There were four claims submitted for approval.

- a. Write checks out to vendors.
- b. North Webster Community Center – set up electronic transfer
- c. Monthly claims and docket claims for approval.

Brian Davison made the motion to approve the monthly claims. Motion seconded by Kim Hathaway. Motion approved unanimously.

V. SUB-COMMITTEE REPORTS

a.) Finance Committee

There was no report this month from the Finance Committee

b.) Engineering Committee

JPR provided a brief summary of the Preliminary Engineering Report.

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VI. PER and Engineering Update

Engineering and Land Acquisition – Steve Henschen provide the Board with a summary of JPR's monthly Board Report.

a.) JPR Update

i. **PER**

- a. PER has been completed and accepted by SRF.
- b. The archaeological report and environmental review are still ongoing.
- c. Field work (walking, setting flags or shoveling/digging holes on the proposed route as needed for archaeological report) will be starting in the near future and notices will be sent out to property owners in advance. Steve Henschen has an internal monthly coordination with subconsultant on 4/14 to kick-off the field work process.
- d. An initial coordination meeting has been requested by SRF and is scheduled to take place on 4/15 to discuss project details in preparation of their project scoring process. TCRSD received bonus points for submitting the application before the end of March.

ii. SRF Application

- a. The Board is still exploring Rural Development as a funding option and all documents have been uploaded; however, the application cannot be finalized until the SAM's registration (System for Award Management Registration Support) has been completed. Yvonne with Baker Tilly will assist Chuck Simpson with setting up this account.

iii. PER Timeline

a. SRF

- i. Between now and June is when they will be scoring all of the projects submitted and each project will be ranked on a Project Priority List (PPL). SRF will finalize scoring on PPL in early July and August. The top 2-5 projects will receive the most grant money; however, loan money can be provided to most projects. The Board will be required to let SRF know they are actively pursuing this project and moving forward.

b. USDA RD

- i. The PER has been formatted for both USDA and SRF and the Board has granted JPR authorization to submit the application electronically along with the PER document.

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ii. **Survey/Design**

1. Survey Work

- a. JPR is 95% complete with the basic topographic survey with the exception of the snow storms that occurred.
- b. JPR has continued to perform field checks on septic systems.
- c. President Jon Tyler provided feedback on survey work being done by JPR from residents of Tippecanoe Lake indicating they are very appreciative of the professionalism of their crew members and their ability to answer questions and to provide them with a good explanation of what is going on. They also indicated that they thought JPR went well out of their way to provide a detailed explanation.

2. Designing Horizontal Pipeline Alignments for Pressure Sewer and Force Main

- a. Tippecanoe and Chapman initial layouts are complete. JPR is continuing to follow-up on missing utility locates. JPR plans to meet internally the week of 4/19 to discuss this topic.

3. Septic Locate Information is On-Going

4. Detailed Power Pole Inventory is Complete

- a. Each pole has a unique ID number and JPR has identified whether or not the property has a transformer. This will help to determine the best pole locations for electrical risers that will be serving the grinder pumps.
- b. Road Right-of-Way Research Continues

5. Grinder Pump Station Location Policy

- a. Waiting on final direction from the Board.

6. Equipment Pre-Selection

a. Grinder Stations

- i. The plan is to advertise the week of April 19th for the grinder station pre-selection package. Quotes are expected to be received on May 10th. JPR is proposing to have an Engineering Committee meeting prior to the Board meeting to receive bids, review, and take them into consideration. The Engineering Committee will then meet in the following week or two for review and follow-up with offers as needed. The Engineering Committee would like to report the recommendations for grinder station pre-selection at the June 14th meeting for the Board's approval.

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- ii. Discussed engineering pre-selection of equipment as one option. The idea is to go through a qualifications-based process that would establish a price for the equipment prior to bidding. With this option, specific brand and costs are identified. The Board would need to decide on equipment and issue an RFP. Responses and requests would be sent out to specific manufacturers.

b. Other Pre-Selection Packages will be prepped for distribution in June.

iii. **Easements/Land Acquisition**

1. Parcel ID maps are complete.
2. Title search is underway – 10-15% complete
 - a. Andy Boxberger discussed the timeline for sending out the letters to property owners.
 - b. Bidding is expected to be in late Spring.
 - c. JPR has identified the specific proposed sites for the four pump stations. Ken Jones will be leading this effort and scheduling meetings with property owners to discuss the land acquisition process.
 - d. Andy Boxberger is working on the proposed purchase agreements.
 - e. JPR has also identified several alternate sites as well.

iv. **Website**

1. JPR has been monitoring and responding to the occasional email questions.
2. Discussed option to attend meeting virtually. When the public health emergency ends the Board's ability to hold public Zoom meetings, conduct official business, and Board participation is no longer an option; however, Zoom can be used for the public to watch.
3. Jon indicated the Board will continue Zoom and revisit at the end of the year.

b.) **Grinder Pump Location Guidelines – Under Board Review**

- i. Ed Ormsby has been working on this closely and provided the Board with a summary of the current guidelines. JPR has also reviewed and approved the current guidelines. The Board does have the right to deviate these guidelines.
- ii. Jon Tyler commented to confirm if the appeal process would need to be instituted before the grinder pumps are installed. Jon Tyler also wanted to confirm that there would be extensive contact with the homeowners about the timeline of installing the grinder pumps and to be sure the customers would be given enough notice before the grinder pumps are installed. Jon Tyler would also like to make sure contact between the homeowners and JPR staff would continue even after the grinder pump is installed. JPR hopes to have good communication and contact with the customers prior to the start of construction.

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- iii. Ed Ormsby asks if a deadline can be established on when an appeal can be filed or can they request one.
- iv. Brian Davison asked if these grinder pump locations should be pre-bid. Steve responded that changes will happen.
- v. JPR keeps track of every cost change and they would bring these to the Board for approval before any change happens.
- vi. The Board made the comment that if the Board decides to adopt the Policy, it should be posted on the website. The timeline should be on the website and the Engineering Committee should discuss whether they can set a uniform deadline for an appeal of any grinder pump locations at their next meeting.
- vii. Jon Tyler asked if a reference to the policy should be included in the easements? Andrew Boxberger and Steve Henschen agreed with this recommendation and replied a reference to the policy certainly should be included in the easements.

Kim Hathaway motions for approval of the Grinder Location Guidelines as presented. Motion seconded by Brian Davison. Motion approved unanimously.

c.) Equipment Pre-Selection – Grinder Station Quotation Package Board Authorization to Proceed

- i. Steve Henschen discussed the Pre-Selection Package. The Pre-Selection Package will be approved by Andy Boxberger and the plan is to send it to the vendors the week of April 19th. The vendors would then respond to certain categories. Steve Henschen provided the Board a brief summary of the Pre-Selection Package.
- ii. The scoring process has been successfully used with SRF and USDA on multiple projects over the years and it helps obtaining the equipment that is best for the District.
- iii. With the Pre-Selection Package, there is a Proposal Form and a specific Pricing Form that indicates how many grinder stations are anticipated.
 - a. 368 Type 1 (single grinder station, serving 1 home)
 - b. 700 Type 2 (grinder station, serving 2 homes)
 - c. 1,080 Curb-Stop Check Valve Assemblies
 - d. Alarm Control Panels is included as a price item as well to control those grinder pumps.
- iv. The Board asked Steve Henschen how many bids they expect to receive and Steve responded that he would expect to receive four bids for the grinder pump stations due to the project size.

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- v. Jon Tyler asked what would be JPR's response if they received only 1 or 2 bids or the bid response they expected. Steve Henschen responded that they do their best to have a lot of contact with the vendors in advance. Steve had preliminary meetings with three different vendors about the project in advance. If there were no bids received, they would reach out to the bidders to determine what issues they had with the proposal. Steve Henschen expects that most bidders will be proactive due to the nature of the project and their desire to work with JPR on this project.
- vi. Steve Henschen met with the Engineering Committee on this process and would like to request for the Board's recommendation to proceed with advertising upon Andy Boxberger's final review of the documents for bidding purposes.

Jeff Thornburgh motions for the approval of the Equipment Pre-Selection Package to be released to Andy Boxberger for final approval from the Board for bidding. Motion seconded by Chuck Simpson. Motion approved unanimously.

VII. Legal Counsel Update

a.) Interlocal Agreement Update

- i. Andrew Boxberger will present the Interlocal Agreement to the Board for signature at their next meeting. This will not be a full Interlocal Agreement but a Memorandum of Understanding with the City of Warsaw, laying out all of the terms. Andrew Boxberger will circle back with the City Attorney and report back to the Board next month (May).

b.) Insurance and Bond Update

- i. Andrew Boxberger has received most of the applications back. Andy Boxberger requested the applications to be turned in as soon as possible to proceed with the insurance and bond update.

c.) Electronic Funds Resolution

- i. Andy Boxberger Indicated the Board is allowed to make payments electronically, use a credit card, and also accept payments electronically. Since the Board is in the process of drafting a resolution, Andy wanted to bring this topic to the Board. This is a resolution following the statute, authorizing Kim Hathaway to make electronic payments and obtain a credit card on behalf of the District (subject to the spending policy approved at last month's meeting) (Resolution # 2021-04-1).
- ii. Jon Tyler asked if a debit card and credit card will be used interchangeably). Andy Boxberger confirmed that is correct.

Ed Ormsby motions for the approval of the proposed Ordinance for the Electronic Funds Resolution. Motion seconded by Jeff Thornburgh. Motion approved unanimously.

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d.) USDA Funding

- i. For 20 years, USDA does not allow a District to purchase a grinder for a customer who does not provide the Board with an easement. If the Board was to bypass that customer and the customer returns later wanting to connect, the Board will need to ask the customer to pay for their own grinder. The SRF will allow the District to keep the grinder and pay for it, thus allowing a customer to purchase the grinder from the District. This option is more convenient for the customer.
- ii. It is likely that the Board will need to purchase a grinder for every customer due to Indiana law. USDA may need to update their policy in order for the Districts to be compliant with Indiana State law. This topic will call for further discussion with USDA if they choose to be involved in this project.

VIII. Financial Consultant Update

- a.) Jeff Rowe is working on the Preliminary Rate Analysis and is expected to provide the Board with a TIFF update.
- b.) Andrew Boxberger has been in contact with Jeff Row and Jeff indicated he is working with someone to establish a TIFF update.

X. PUBLIC INPUT

Question: Are the bids for the equipment pre-selection of grinder pump stations open for progressive cavity?

Answer: The Board responded, "Yes".

Question: Are the progressive cavities great for water and not sewer?

Answer: Steve Henschen responded that they have put in 10-15 thousand over the years.

Question: As far as the location of the grinder stations, when will the property owners be contacted on the exact location they will be placed?

Answer: Steve Henschen responded that they are open for property owners to begin contacting them now. The engineering team is open to starting this conversation. The initial contact will be in a formal letter. If any property owners would like to speak with someone now, they are more than welcome to call the engineering firm. Andy Boxberger indicated the formal letter will provide great explanation. Steve Henschen also indicated that input received on the location of the property owner's septic tank or well helps the engineering company fine tune the location and determine if they can install a shared grinder pump. The initial process of contacting customers is anticipated to begin in June.

Question: Mr. Payton asked if there are any hybrid operations they can take a tour of?

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Answer: Jon Tyler responded that they have had some discussion with a few individuals and they are looking at taking a tour later this month. The Tri-Lakes/Columbia City area has offered to meet with some of the Board members and the plan is to take a tour in the month of April. The Board will contact Mr. Peyton to obtain information of when the tour is scheduled to take place.

Meeting adjourned at 7:26pm.